



Department of Managed Health Care

JOB OPPORTUNITY

ARNOLD SCHWARZENEGGER, Governor

SUNNE WRIGHT MCPEAK, Agency Secretary

Release Date: September 24, 2004

CLASSIFICATION: Nurse Evaluator III
1 Position – Permanent-Full Time

FINAL FILE DATE: Until Filled

SALARY: \$4577 - \$5520 per month

LOCATION: HMO Help Center, 7667 Folsom Boulevard, Sacramento, CA 95828
FREE PARKING

DUTIES AND RESPONSIBILITIES:

Under the general direction of the Chief, Division of Complaint Management and Clinical Support, the incumbent will directly supervise and coordinate the daily operational management of nurses and clinical support staff engaged in all HMO Help Center (HHC) clinical review and preventive health programs. The incumbent will be responsible for reviewing the more difficult and complex or sensitive consumer cases, and representing the Chief and Assistant Deputy Director in meetings with a variety of health care plan organizations, other federal and state agencies, and special interest groups. The incumbent will also be responsible for developing clinical policies, standards and guides on the administration and quality of care review program; preparing and disseminating clinical procedures resulting from new legislative changes; facilitating clinical review presentations; evaluating and interpreting medical reports to assess potential quality of care issues, and conducting educational clinical training classes for nursing and other professional staff.

DESIRABLE QUALIFICATIONS:

- Knowledge in various health delivery systems.
- Good interpersonal skills with the ability to communicate well both orally and in writing.
- Personnel management.
- Evaluation of procedure.
- Training and teaching techniques and techniques of effective supervision.
- Ability to plan, organize, train and supervise the work of others.
- Ability to exercise a high degree of initiative, independence and flexibility.
- Ability to adjust to shifting priorities and meet stated deadlines.
- Excellent attendance and dependability.
- Willingness to work under pressure.
- Team leadership skills and ability to work in a team environment.

WHO MAY APPLY: State employees who are currently at the Nurse Evaluator III level; have transfer eligibility for appointment or have transfer eligibility are encouraged to apply. Appointment is subject to SROA. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further information regarding the position, please contact Shirley Jones at (916) 229-0459. **SEND A COMPLETED APPLICATION/ RESUME TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification.)

SUBMIT APPLICATION AND/OR RESUME TO:

Department of Managed Health Care
Attention: Shirley Jones
980 9th Street, Suite 500
Sacramento, CA 95814

California Relay Service: Voice Line: 1-800-735-2922
TDD User: 1-800-735-2929

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.